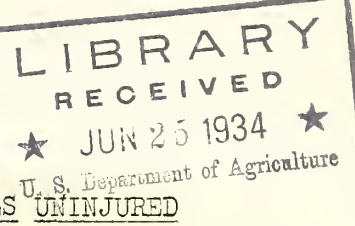


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DIRECTIONS FOR SETTING FOOTHOLD TRAP FOR CAPTURING ANIMALS UNINJURED

By VERNON BAILEY, retired chief field naturalist, Bureau of Biological Survey
United States Department of Agriculture

Trap site.-- The chain loop trap, or foothold trap, for capturing wolves, coyotes, dogs, foxes, or cats alive and uninjured should be set across some narrow trail the animals follow, the circle of the chain placed on a spot where they are in the habit of stepping. Or it may be set at the side of the trail in a narrow space between weeds or bushes with food bait or scent just back of the trap. Place the trap base in the right position with the pan where the animal's foot will naturally strike it.

Setting trap.--Press the wire base into the soil and hold it firmly in place with two wire hooks, 6 inches long, driven into the ground. Scoop a hollow under the trap pan so it can go well down under the pressure of the animal's foot.

A secure stake, preferably of rough iron, twisted strap iron, or cross-bar, with swivel, should be used. Drive this near the back end of the trap base, well below the surface of the ground.

Place the central coil of the closed trap spring in the curved socket at the back end of the base and lay the spring arms in place between the curved side wires or guides, with the terminal loops at both sides of the base of the trap pan. Now press the spring together and remove the double wire hook that held them and let them spread until held by the two curved side wires that fold down over them. Bring the trigger wire over these and catch the tip in the base of the trap pan with sufficient grip to require half the weight of the desired animal to spring the trap.

Open the knot in the chain to full extent and place the loop thus formed in a square around the pan, on the surface of the ground. Stick four toothpicks or slender sticks at a slight angle inside the chain to hold it in place and start it upward when the trap springs. These should not protrude more than a quarter of an inch above the chain. The spring tension of the trap prevents injury to the animal's foot or danger of escape.

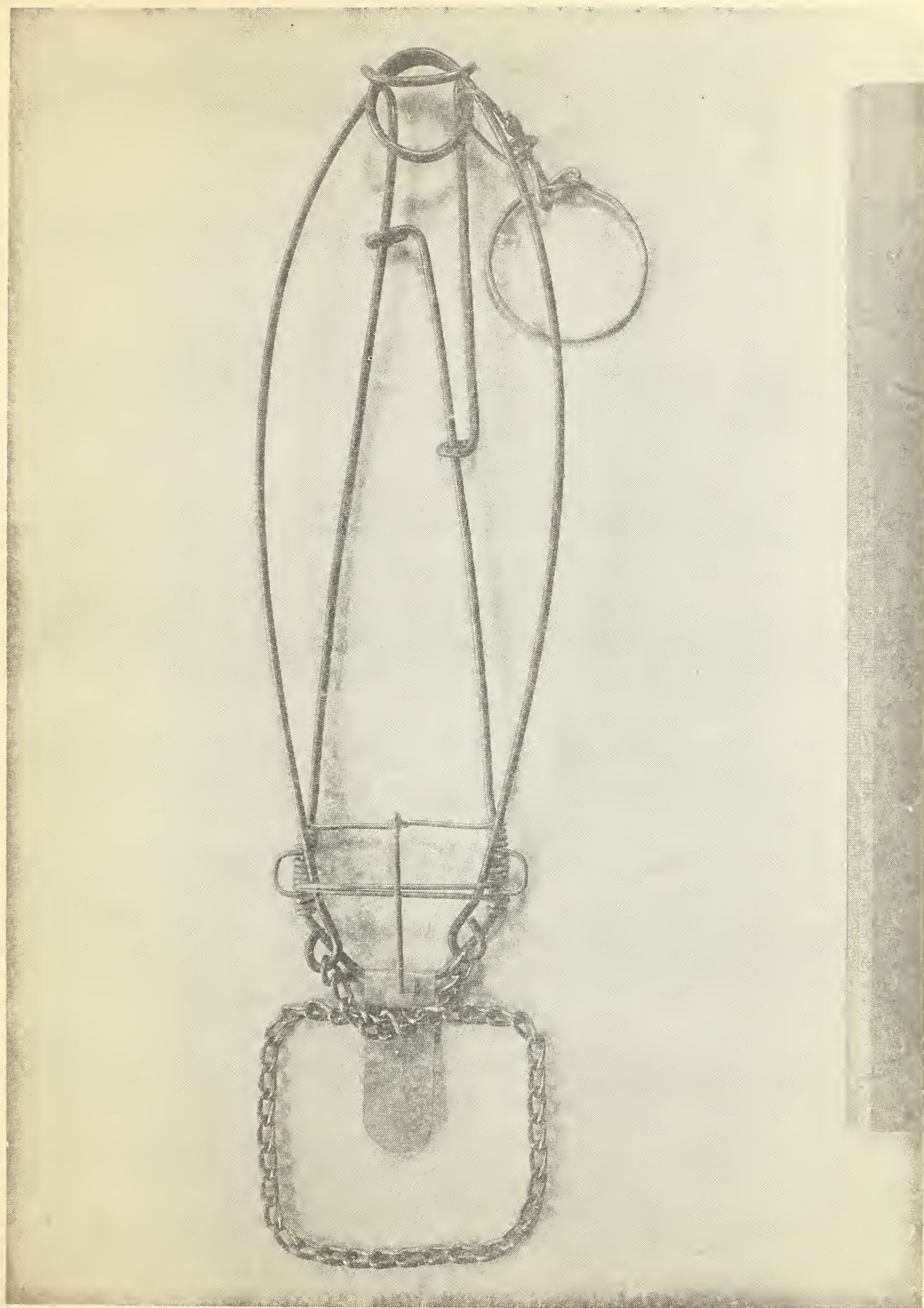
Covering trap.--To cover the trap, place a square piece of stiff water-proof cloth over the pan and inside the chain. Then sprinkle fine chaff or old pulverized horse manure over cloth, chain, springs, and trap, until all are well concealed. Rough weeds, leaves, or sticks may be used to cover the main part of springs and frame, but last of all a sprinkling of fine earth or dust of the surrounding type should be used over the trap cover to give an undisturbed appearance.

Bait.---For bait, use whatever will attract the animals in that particular area. If food bait, such as meat, fat, fur, or feathers, is used, do not place it too near the trap. On a trail set, place it along the trail on both sides of the trap. On a side set, secrete the bait along the trail, and place some just back of the trap where the animals can smell but not see it. If scent bait is used on a side set, place it about 8 or 10 inches back of the trap, and on a trail set put a little on the trail a rod or more away from the trap on either side.

Releasing animals.---To release coyotes, dogs, or foxes, hold them down with a stiff stick or light pole and muzzle them so they can be safely handled. Then compress the ends of the spring and hook these together with a short double wire hook, and very carefully wiggle the chain knot loose around the ankle. A small pair of pointed forceps should be carried in the pocket for this purpose. To release cats, place them in sacks and draw the foot out for removal of chain.

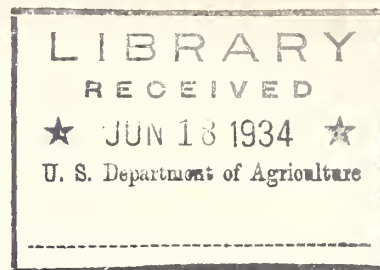
Transporting and disposing of animals.---Most animals desired alive can be placed in sacks while still in the traps. The traps can then be removed, the sacks securely tied, and the animals transported in them with less fright and worry than in any other way.

Animals to be killed for specimens, or to be otherwise disposed of, may be shot with a small calibre rifle while in the traps. If properly shot there is no pain or fright. As much care should be used not to frighten the animals unduly as not to hurt them.



Bi-1333

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.



June 9, 1934

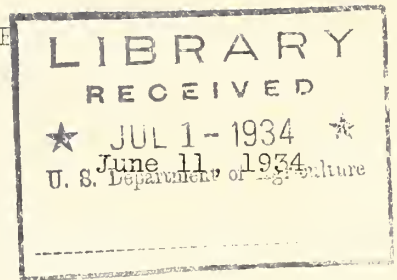
MEMORANDUM TO FIELD LEADERS

Under present conditions there is considerable delay after new appointments are made before the appointment papers are issued and oath of office of the appointee is secured and returned to the Bureau. Since under the regulations payment of salary cannot be made until the oath has been taken, it is necessary in some cases to withhold payment of salary for the receipt of the oath. To obviate this delay in submission of oaths a small supply of oath forms are inclosed herewith to be kept on hand in your office for use whenever new appointments recommended by you are made. When you are notified by wire or letter of the approval of an appointment recommended by you, oath of office should be secured from the appointee and forwarded without delay to this office. If this practice is followed, there should be no delay in making payment of salary upon receipt of semi-monthly certificate of service of the employee. See Paragraph 422 of the Administrative Regulations regarding taking oath of office.

A handwritten signature in cursive script, appearing to read "E. J. Thompson".

In Charge,
Division of Administration.

Inclosure

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.Memorandum to Bureau Personnel on
Per Diem Rates for Fiscal Year 1935

In fixing per diem rates to apply to the fiscal year 1935 recognition has been given to increased costs for hotel accommodations, meals and other subsistence items over prices that prevailed when the present per diem rates were fixed. It also appears that the difference in subsistence costs between the East and West which in the past favored the Eastern section of the country, have now to a large extent disappeared so that at the present time there is little if any difference in subsistence costs in the two sections. It is recognized, however, that there is a difference in living costs in some localities over others but as it is impracticable to establish differing per diem rates for various sections of the country the fairer course seems to be to establish a uniform maximum per diem rate for the United States as a whole and leave to the individual field leaders the scaling down of this rate in cases where their own subsistence expenses, or that of their assistants, can be met by lower per diem rates.

As Bureau appropriations for the fiscal year 1935 have been reduced to the basis of cash withdrawal figures for the current fiscal year, the available working fund for the new year will therefore be practically the same as for the current year. Increased per diem rates and the increased cost for supplies and equipment, will, however, tend to reduce somewhat the amount of actual work which can be accomplished with the available funds. There is, therefore, as much need as ever for keeping subsistence items down to the point of actual cost to the traveler.

The per diem rates which will prevail during the fiscal year 1935 for employees traveling from field headquarters will be as follows:

For travel performed by field leaders and their assistants throughout the United States the per diem shall not exceed \$4.20.

For trips involving absence from official station of less than 24 hours during the period of the day when the procurement of lodging is not necessary per diem will be at the rate of \$1.60 per day.

For official travel on boats per diem rates shall not exceed \$1.40; when operating from Government operated or controlled camps, lodges, and other places where lodging is furnished by the Government without charge, per diem shall not exceed \$1.50, subject to the provisions of paragraph 47 (A) of the Standard Government Travel Regulations.

Higher per diem rates than those above specified will be granted field leaders or their assistants only in exceptional cases where it is clearly shown to be impracticable to perform official travel under the particular circumstances and keep reasonable subsistence expenses within the above rates.

The provision for field leaders to fix the per diem rates of their assistants at rates not to exceed those applicable to themselves for travel under the same conditions will be continued for the fiscal year 1935. The same care in fixing these rates as leaders seem to have exercised during the current fiscal year should be continued in order to keep expenses for this purpose to the actual requirements of the employees authorized to perform travel. Letters of authorization for field employees for the fiscal year 1935 will provide rates as shown above unless in special cases a different rate has been specifically authorized.

For employees traveling from their headquarters in Washington, D. C., per diem rates will be fixed for each trip away from their official station and a per diem rate designated therein for the particular trip not to exceed the maximum authorized rate of \$5.00, except that in the case of Chiefs of Division the prescribed rate shall be understood to be \$5.00 unless a less rate is stated in letter of travel instructions.


Chief.